

WRITE WAY LEARNING CENTER

227-9301
Extension 301 on campus

Room 412
Fine Arts Building

Dodge City
Community College

Monday - Friday
Check Posted Hours

For more information or
anyone interested in being a
Writing Assistant contact:
Director John F. Husband
316-225-1321 Ext. 311

or
316-227-9311



How Do I Take Advantage of the Center's Writing Assistance Program?

1. Come to the Writing Center and sign up for a 30 minute conference.
2. Be prepared when arriving for the conference:
 - A. Bring a copy of the assignment, if possible.
 - B. Bring pencil and paper ready to make revisions.
 - C. Bring a draft of the writing to be considered.
 - D. Identify strengths and weaknesses of the document.
3. Show up at the scheduled time and sign in on the conference sheet.
4. Interact with the Writing Assistants.
5. Incorporate revision ideas into the draft.
6. Fill out a conference summary sheet.
7. Make another appointment.

Writing = Knowledge
Writing = Critical Thinking
Writing = Power

How Do I Take Advantage of the Center's Word Processing Service?

1. Drop in to check on computer availability. (Student usage takes priority over faculty or staff usage.)
2. If a computer is available (first come first served basis), sign the Computer Usage Log and begin. Make sure you have your own disk.
3. If assistance in computer operation is needed, ask one of the Writing Assistants for help.
4. Before quitting the program, SAVE your document to your disk.
5. After SAVING the document to your disk, be sure to TRASH the document from the hard drive.
6. If you are using a Style Sheet, be sure to use the Save As command first.



WRITE WAY LEARNING CENTER...WRITING TO LEARN, LEARNING TO WRITE

PHILOSOPHY AND OBJECTIVES

Write Way Learning Center supports classes which use writing as a means of developing critical thinking skills and as a means for students to transform information into knowledge. This support largely comes in the form of one-to-one assistance where writers sit down with peer Writing Assistants to work collaboratively to improve written communication.

The Center's objective detail the support concept:

1. To provide individualized, personalized writing instruction and assistance;
2. To provide a learning environment which allows writers to learn how to learn and to grow as writers;
3. To provide an opportunity and a place to write;
4. To encourage writers to see how they can solve their own writing problems by offering to them several inventing, drafting, and clarifying options;
5. To encourage and to aid writers to seek writing assistance;
6. To focus writing assistance upon content and organization not grammatical error hunting;
7. To serve as a resource center for faculty and the Writing Across the Curriculum program.

**Writing Turns Information
Into Knowledge... and
Knowledge Equals Power**

WRITE WAY LEARNING CENTER SERVICES AVAILABLE

Student

1. Students can receive one-on-one writing assistance with trained personnel.
2. Students can receive computer aided writing assistance through the use of writing software.
3. Students can use computers in the Center, with writing assignments taking priority over any other computer usage.

Faculty

1. Faculty can expect assistance with:
 - A. Development of writing assignments;
 - B. Instruction in writing assessment techniques;
 - C. Feedback from student usage of the Center;
 - D. Classroom information handouts, and visits available upon request;
 - E. Guidelines on how to implement the Writing Across the Curriculum program into the classroom;
 - F. Personal writing needs.
2. In-Service training related to the field of writing can be scheduled and tailored to meet community, business, campus, and departmental needs.

Writing—The Primary Service of the Center is to provide writers with one-on-one assistance with their writing problems and situations. To do this, writers can sign up for 30 minute conferences with a trained Writing Assistant. The Conference Sign-Up Schedule is posted every Thursday at 9:30 a.m. Staffing should allow two writing assistants to help two writers during each conference time slot. The last five minutes of the conference should be reserved for the writer to evaluate the session and for the Writing Assistant to complete necessary records.



Computer Use—A Secondary Service of the Center is to provide writers the opportunity to produce computer generated text using the Center's Macintosh computers. The word processing software is Microsoft Word, which has spell checking and grammar checking capabilities. The process writing software is Writer's Prologue. All computer users must sign in and out on the Computer Use Log and identify the nature of the assignment.

Continuing Education—A support service of the Center is for the Director to offer assistance to faculty in the development of writing assignments and evaluation techniques used for assessing student writing. This can be accomplished individually as well as through faculty workshops.



A TYPICAL WRITING CONFERENCE SCHEDULE (30 minutes)

Opening (5 minutes)

- Writer fills out conference summary
- Writing Assistant reads paper
- Writer considers incorporating ideas into a revised draft

Working Conference (20 minutes)

- Writer focuses upon specific areas of concern
- Writing Assistant points out strengths
- Writing Assistant responds to specific areas of concerns
- Writing Assistant makes suggestions for improvement

Closing (5 minutes)

- Writing Assistants review progress of the session
- Writer completes conference summary
- Writer considers incorporating ideas into a revised draft

Note:

Writing Assistants will focus upon grammar and mechanics as time permits—but this is not the primary focus of the conference.

The Writing Assistant will focus upon ideas, content, organization, voice, sentence fluency, word choice, grammar and mechanics.

The writer is responsible for the final product.